

KEYS GRACE ACADEMY

Minutes of a meeting of the Board of Directors held on Wednesday May 31, 2017 at 7:00 p.m.

A meeting of the Board of Directors (the “Board”) of KEYS Grace Academy (“KEYS”) was held in the General Office of KEYS Grace Academy located at 27321 Hampden Street, Madison Heights, Michigan.

The following members of the Board (the “Attending Members”) attended the meeting and were present throughout:

Mr. Chris Kattola, President
Dr. Ramy Alosachie, Vice President
Mrs. Zainab Hazimi, Secretary

Farah Anoni and Mae Kouza were not in attendance.

Also present for the entire meeting were Nathan Kalasho and Natalie Deeb.

Call to order: Roll Call; Confirmation of Quorum; Waiver of Notice

Chris called the meeting to order at 7:00 and roll call was taken.

Approval of Agenda and Meeting Minutes from Previous Board Meeting

Motion by Chris to approve the Agenda (with an addition regarding the Oakland & Livingston Head-Start Program) and to approve the meeting minutes of previous board meeting. The motion was seconded by Ramy. Both the Agenda for the meeting and the Minutes of the Regular Meeting of the Board of Directors held on April 26, 2017 (copies of which had been provided to all of the members of the Board in advance of the meeting) were unanimously approved by the Attending Members.

Business Management Report (by Nathan Kalasho)

1. **Business Update** – No change or update at this time.
2. **Budget Update** – Nathan provided a copy of the revised budget to the Attending Members for review.
3. **Staffing Update** – Interviewing for open positions to start next school year.
4. **Registration** – No update at this time.

Information Items

1. **2017-18 Expected Numbers** – 550 students.
2. **May Events Summary/Important Dates and Students of the Month** – see attached Newsletter.

3. **Oakland Schools Transportation Letter** – The Attending Members reviewed a letter from Oakland Schools Transportation that advised that an authorization for release of information regarding employment (i.e., unprofessional conduct report must be in employment file) must be included in every driver’s employment file.
4. **Oakland & Livingston Head-Start Program (“OLHSA”)** – KEYS was approached and asked to serve as a host for a head-start program. KEYS would provide two classrooms and an office to host the program. In order for this to feasibly work, KEYS must move the middle school to a designated wing in Madison Heights Public School.

Action Items

1. New Employee Hires – Zainab motioned to approve the following new employee hires: Saad Khoder; Morgan Brittany Bechtell; Baker Almishhadani; and Kacie Elaine Krogman
2. Ramy motioned to approve the budget, Chris seconded. The revised budget was approved unanimously by the Attending Members.
3. Chris motioned to approve negotiations between KEYS and Madison Heights regarding the Middle School move to MDPS High School building. Ramy seconded the motion, and it was unanimously approved by the Attending Members.

Extended Public Comment

During the course of the meeting, there was no general public.

Comments from the Board

None of the Attending Members had any comments that had not already been expressed

Future Meetings and Adjournment

The next meeting is scheduled for June 28, 2017 at 7 p.m.

Chris moved to adjourn the meeting at approximately 7:45 p.m. and Ramy seconded the motion, which the Attending Members unanimously approved.

Respectfully submitted,

Zainab S. Hazimi
Recording Secretary

Attest: